



## **Oxford School District**

**224 Bramlett Boulevard**

**Oxford, MS 38655**

**(662) 234-3541**

**[www.oxfordsd.org](http://www.oxfordsd.org)**

**RFP #050120-1 – iPad Cases**

### **Proposal Submission Deadline**

**Friday, May 1, 2020 – 10:00am**

### **Contact**

Mr. Mike Fortenberry, Director of Information Systems

**[mforten@oxfordsd.org](mailto:mforten@oxfordsd.org)**

## Oxford School District RFP #050120-1 – iPad Cases

### To All Interested Bidders:

Oxford School District (OSD) desires to purchase iPad cases with keyboards for the 2020-2021 school year using a reverse auction process. Vendor qualifications, product specifications and product samples will be accepted until 10:00am on Friday, May 1, 2020, at the OSD Central Office, 224 Bramlett Blvd., Oxford, MS 38655. Submissions may be made by hand or mail. Submissions received after the deadline will not be accepted or considered. Courier delays are not an acceptable excuse for submissions delivered after the deadline. All submissions must be sealed and clearly marked to avoid disclosure of the contents prior to the official proposal opening date/time. Hand-delivered and mailed proposals must be clearly marked **“RFP #050120-1 – iPad Cases”**.

Submissions are required to contain un-priced product specifications and options, sample of proposed product, product delivery timeline, and complete company contact information (to include valid email address for reverse auction invitation). The product sample should be an exact representation of the product being proposed.

**Approved vendors will be invited to participate in the reverse auction process. Details for this process will be delivered via email to the vendors who are determined to meet all applicable requirements.**

**Do Not Fax or Email Proposals.**

### Schedule of Events

Event	Date
RFP Release	April 15, 2020
Newspaper Advertisement	April 15, 2020 April 22, 2020
Deadline for submission	May 1, 2020 - 10:00am
Vendor/Product Evaluations	May 1, 2020
Vendor Reverse Auction Invitations Issued	May 4, 2020
Reverse Auction	May 7, 2020 - 9:00am
Bid Award Recommendation	May 25, 2020

**OSD reserves the right to reject any or all submitted proposals. The District reserves the right to conduct discussions with bidders regarding proposals determined to be potentially selected for award, but proposals may be accepted without such discussions. The award will be made to the bidder submitting the lowest, and best, proposal as determined by the Oxford School District and as approved by the Oxford School District Board of Trustees. The District reserves the right to waive informalities, as it deems appropriate. Vendors may not ship any products with an official Oxford School District purchase order.**

### **Inquiries**

All inquiries or correspondence regarding this procurement must be sent via email to Mike Fortenberry at [mforten@oxfordsd.org](mailto:mforten@oxfordsd.org). All questions and answers will be posted on the OSD Requests for Proposals website at <http://www.oxfordsd.org/rfps>.

If a vendor does not receive a response within 48 hours, it is the responsibility of the vendor to call Mike Fortenberry at (662) 234-3541 to confirm that the email was received.

### **Criteria for Selection**

OSD will utilize the following criteria as the basis for proposal evaluations and selection.

<b>Factor</b>	<b>Weight</b>
Case and keyboard configuration and performance	40%
Electronic device coverage and protection	20%
Delivery timeline	20%
Quality of materials and manufacturing	20%
<b>Total:</b>	<b>100%</b>

## **General Conditions**

The following are General Conditions for the equipment to be purchased as outlined in the Technical Specifications.

### **1. Scope of Work**

OSD desires to purchase up to 3800 iPad protective cases with integrated keyboard to be delivered to a selected OSD facility no later than July 1, 2020.

It is the intent of Oxford School District to purchase new products. Proposals will only be considered valid if the quoted items are in new, unused condition. Additionally, OSD desires to purchase the latest version of the specified products.

### **2. Pricing**

Product pricing will be collected during the reverse auction process. All bids submitted during the reverse auction process should include any and all charges, to include, but not limited to, product cost, shipping, handling, transportation, etc. Oxford School District is not responsible for any charges added after the reverse auction closes.

Proposal prices shall remain valid for 60 days after the scheduled reverse auction.

### **3. Delivery of Equipment**

Delivery must be scheduled in advance with the Oxford School District Technology Department by calling 662-234-3541 during normal business hours of 7:30am to 4:30pm (Central Time), Monday-Friday.

### **4. Modifications**

Modifications to this RFP are not permitted without prior written approval from Oxford School District.

## Product Specifications

OSD desires to purchase 3800 protective cases with integrated keyboard for the Apple iPad (7<sup>th</sup> generation). The keyboard will automatically pair with the iPad Smart Connector. All cases must be delivered no later than July 1, 2020.

The following product is provided as an example of the type of iPad case determined to meet our requirements. Vendors are not required to submit proposals for this specific product, and may submit proposals for other products. However, vendors submitting an alternate product must clearly document in their proposal how the product is a suitable alternative.

1. Logitech Rugged Combo 3 iPad Case with keyboard
  - a. Compatible with the 10.2” Apple iPad (7<sup>th</sup> generation)
  - b. Modes: Type, View, Sketch, Read
  - c. Keyboard Type: Integrated keyboard
  - d. Power and Connectivity: upon placing iPad in holder, instantly pairs and powers via Smart Connector
  - e. Space to charge and stow Apple Pencil (1st generation)
  - f. Magnetic latch
  - g. Front and back protection
  - h. Access all ports: camera / Lightning port
  - i. Keyboard
    - i. Full-sized, well-spaced keys
    - ii. Full row of iOS shortcut keys
    - iii. 18 mm key pitch
    - iv. 1.2 mm key travel
    - v. Row of iOS Shortcut Keys (Left to Right)
  - j. Screen on/off: locks iPad (7<sup>th</sup> generation) screen
  - k. 3-year Limited hardware warranty